

Job Title:	Assistant People Partner
Job Grade:	Band 5
Reports To:	People Director
Direct Reports:	N/A
Clearance Required:	Enhanced DBS
Key Stakeholders:	All levels of management, People Team, employees, external agencies and partners

Job Purpose

To contribute to the overall success of the People strategy by delivering a proactive and customer focused service across the Education Village Academy Trust (EVAT) by providing effective support, guidance and advice to managers and staff members on a wide variety of people matters, such as employee relations, policy and process, recruitment and the delivery of key projects.

Key Responsibilities and Accountabilities

You will be required to work collaboratively to meet the expected outcomes of this key role:

1.	Advise on the application and interpretation of People policies and procedures in accordance with current and proposed employment legislation, to ensure consistency, accuracy and best practice
2.	Provide high quality advice and guidance directly to managers to facilitate the early resolution of routine People queries / issues
3.	Lead on resource planning, providing advice to managers on recruitment campaigns and appropriate selection processes
4.	To collate and process all relevant administrative tasks at each stage of the employee lifecycle
5.	Leading on managing sickness absence cases throughout EVAT in collaboration with managers, managing redeployment where appropriate, assisting staff back to work and working with managers to reduce sickness absence levels
6.	Contribute to the development and implementation of new policies, procedures and practices and review in line with legislation, current best practice and EVAT's requirements
7.	Support to the wider People Team in management of change issues, including but not limited to supporting in formal consultation exercises

	and processing information such as TUPE due diligence and redundancy calculations
8.	Build and maintain excellent relationships with Executive and Senior Leadership Teams in order to understand the Academies and have a collaborative and pro-active approach to solving people issues
9.	Keep up to date with relevant Government policy developments and legislation, and the best practice of relevant organisations, ensuring the Trust complies with legislation and adopts prevailing best practice wherever appropriate. Identify policy change and initiate appropriate plans to consult, negotiate and inform the workforce and their representatives
10.	Contribute to the development of Trust wide policy and projects by leading and joining working parties, delivering staff training and communicating and implementing at Trust and project level
11.	Participate in ad hoc project work to support the delivery of the Trust's Strategic Plan and associated people strategies
12.	Undertake continuous professional development including participating in performance reviews and attending training as/when required

This Job Description is not definitive and outlines key accountabilities – colleagues are expected to be flexible regarding their accountabilities and will from time to time be asked to carry out other duties to ensure achievement of organisational goals.

Person Specification

Qualifications	Essential or Desirable
Qualification in Human Resources Management (Level 3 or above) or equivalent experience	E
CIPD Associate Membership	D
Skills	Essential or Desirable
Proficient in Microsoft Office programmes	E
Ability to multi-task and prioritise a varied workload	E
Proactive and solution focused to achieve results	E
Experience of using HR and Payroll systems	D
Knowledge / Experience	Essential or Desirable
Ability to work without constant supervision, using own initiative	E
Proven record of collaborative working with Executive/Senior Management and external stakeholders	E
Experience of administrative procedures, process and systems	E
Knowledge of employment legislation and best practice within the People profession	E
Experience of dealing with matters confidentially and sensitively with a sound knowledge of GDPR	E
Experience of providing advice to managers and employees on all people matters	D
Experience of engagement with Trade Unions and/or employee voice panels	D
Working knowledge and experience of working within the education sector	D
Awareness of child protection / safeguarding issues	E
Experience of School Management Information Systems (e.g. SIMS)	D